

# CLASS REGISTRATION INFORMATION



## BURBANK RESIDENT REGISTRATION

begins March 7 at 9:00 a.m.

## OPEN REGISTRATION

(Non-Resident/Resident)  
begins March 14 at 9:00 a.m.

## 2 WAYS TO REGISTER

### ONLINE

#### **Fast & Easy**

Register at [burbankparks.com](http://burbankparks.com)

### WALK-IN

#### **Creative Arts Center**

1100 West Clark Avenue  
818.238.5397

#### **McCambridge Recreation Center**

1515 North Glenoaks Boulevard  
818.238.5378

#### **Olive Recreation Center**

1111 West Olive Avenue  
818.238.5385

#### **Ovrom Community Center**

601 South San Fernando Boulevard  
818.238.5435

#### **Verdugo Recreation Center**

3201 West Verdugo Avenue  
818.238.5390

## GENERAL INFORMATION

- All class registration will only be accepted through the second class meeting and all original class fees will apply.
- Non-Resident fees apply to those living outside of the City of Burbank. Non-Residents must include an additional \$5 per person, per class.
- Enrollment is subject to availability. Programs are filled on a first come, first served basis.
- All programs are subject to cancellation if minimum enrollment numbers are not met.
- Class schedules are correct up to the date of publication, however may be subject to change without notice.

## REFUND / TRANSFER POLICY

The City of Burbank strives to provide quality recreation classes and programs. If you are unable to attend or are not satisfied with a class, we will be happy to arrange a transfer to another class (if space is available) or process a refund if the following guidelines are met:

- **A \$10 processing fee will be deducted from all participant initiated refund requests.**
- **Class lasting 3 or more weeks** - A request for refund/transfer must be given to registration staff a minimum of **one business day prior to the second class meeting**. No refund/transfer will be issued after the second class meeting.
- **Class or workshop lasting 2 or fewer weeks** - A request for refund/transfer must be given to registration staff a minimum of **five business days prior to the scheduled start date of the class or workshop**. No refund/transfer will be issued after this date.
- Material/Supply fees are non-refundable.
- Refunds issued by check will take between 3-6 weeks to receive in the mail.

## NON-DISCRIMINATION POLICY

The City of Burbank, in compliance with applicable regulations, hereby asserts that it does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, ancestry, marital status, or medical condition in the admission or access to, or treatment or employment, in its programs and activities.

## SPECIAL NEEDS

The City of Burbank is committed to providing a successful and rewarding experience for all program participants. Depending on the class location or activity that you will be participating in, please contact a site supervisor at least two weeks prior to the program start date if you will be requiring a special accommodation.